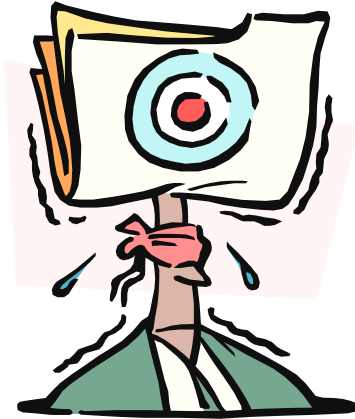


Presentation Styles and Skills

Do you feel like this when you
give a
presentation/Workshop?



**Use nerves and anxiety to boost your
presentation energy!!**



This presentation provides background on the difference between a speech and a presentation, presentation delivery types and presentation behavior one should avoid. The participant will be able to:

- ❖ Describe the differences between a speech and a presentation
- ❖ Determine personal type of speaker
- ❖ Identify and avoid poor board etiquette
- ❖ Avoid poor presentation techniques
- ❖ Integrate several presentation methods into the module prepared for this workshop.

Delivery types/ presentation skills

Speeches



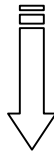
Political



Dedication



Tribute



Presentation- a type of a speech

Presentation- Audience

Specialized background
Personal desire to attend

Presentation – Environment

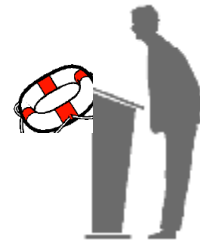
Business
Professional
Technical

What kind of speaker are you?



Wall flower -- Avoids speaking in front of a group-

Podium lifesaver -- Will speak when called upon but will hide behind anything.



Communicable disease-- Stays back and away from audience. Case of mingle-phobia- “fear of mingling”.

Bitter Medicine -- Reluctantly gives presentations, but does not seek speaking opportunities



OR ARE YOU ?



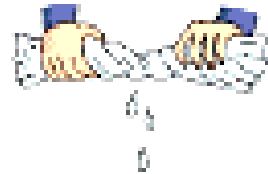
TAHDAAA!!!! Seeks speaking opportunities. Uses anxiety and nerves as a stimulant. Uses speaking opportunities as a means to improve skill and self-confidence.

Giving the presentation:

Start the presentation with a BANG!!!



Drama: statement, visual aid,
statement to stimulate thinking.
Example of the subject.



Gesture naturally...avoid: hands in pockets, playing with objects

Stand up.....Speak up.....Chin up



Move !!!!! Don't pace.....try the two step


Smile!!



Have you had a speaker
that does this?



Or.... This!!!

EYE CONTACT----



In response to a question-
25% at the question-er 75% at the audience.

Why? Denotes sincerity.

During presentation look 4-5 seconds at each
individual.

Avoid:
the shifty eye appearance
looking around people
reading materials

Try:
Extended eye contact
Involves the participants
Draws participant response
Gives confident appearance



The voice----

Project

Enunciate

Pause/Pace

Modulate

Emphasize

Repeat

Words:

Avoid- ahh-s, err-s replace with pauses

sexist language and improper grammar

Use- short, strong specific vivid words

Other items



Pointers - it's a cursor not a baton or a rubber band.



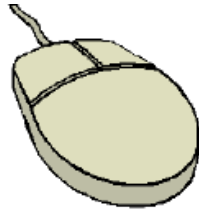
Working with projection systems

Don't compete with it-

Stand at 45 degree angle from the screen

Turn it off during discussion and hands-on





Cursors- The frantic cursor or the cursor with mad mouse disease.

Color-

Use color to avoid monotone presentations---
But be wary of the clown- too many colors



Video tape
Especially good for evaluating instructor's foibles
and skills.

NERVES and Anxiety are good—

A dose of nerves and anxiety gives an energetic edge to the presentation.

If you feel overcome with nerves try:

Before the presentation:

Practice the presentation

Be aware of your voice

pitch

volume

tone

pace

Breathe deeply and slowly

Mental practice

Stand-up practice

Concept by concept

Anticipate questions



If you don't know- be honest.

During the presentation:

Take a drink of water
Breathe deeply and slowly
Speak slowly
Speak clearly and distinctly

Your appearance:

Anything that distracts the participants detracts from the presentation.



In addition to your gestures and your voice, your appearance can also add or detract from the presentation. Note the following:

Be casual, but tidy
Dress for the local corporate culture
Dress to be comfortable
Check your appearance before the presentation.

Presentation-Delivery Tips

Present the material with energy and interest!!!!!!
Speak clearly and with volume.
Make eye contact.
Gesture and animate naturally.
Speak to the participants not to the visual aids.
Speak succinctly, avoid filler words: ahh, umm, err, like, you know
Prepare and practice- avoid reading the presentation & eliminate apologies
Wear clothing that does not distract from the presentation.
Turn off electrical visual aids when not in use.
Schedule physical and mental breaks.
Keep to schedule.
Welcome questions.
Observe the listener for cues.
Give feed back.
Ask for comments before moving on.

Review:

Presented here are several pitfalls in delivery styles and hints for improving delivery skills.

Presentations are another form of a speech. The audience has a vested interest in the topic and the presentation is presented in a technical, business, or professional environment.

Developing skill in using and not misusing presentation equipment is important.

Practicing the presentation will give the presentation a smooth and professional look.